

**CONFIDENTIAL**

DD/ST# 3844-68

OCT 1968

MEMORANDUM FOR: Executive Director-Comptroller  
Deputy Director for Science and Technology  
Deputy Director for Plans  
Inspector General  
General Counsel

SUBJECT : Proposed HN 1-74, Relocation and Reorganization of  
Central Reference Service (Job 5218)

Attached for your information is an advance copy of subject proposed notice, which is being sent to the Deputy Director for Support for authentication. If you have any questions regarding this proposal, please call me within five workdays on extension 2761.

25X1A

Chief, Support Services Staff

Attachment: As stated

cc: DDI  
SSA-DDS

DD/S&T  
FILE COPY

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This Notice Expires 1 April 1969

ORGANIZATION

HN 1-74

RELOCATION AND REORGANIZATION  
OF CENTRAL REFERENCE SERVICE

1. The relocation and reorganization of the Central Reference Service (CRS) has been completed. Reference services previously provided by registers organized by function or source are now provided by five all-source area divisions. The CIA Library continues to provide standard library reference service on open-source publications for all areas.

2. The five area divisions are located within the DDI Special Center on the first floor off H and G corridors; Agency personnel may enter the service facilities through a CRS control point located in Room 1-H-1120. Personnel who are unsure where to levy their specific requests for reference service may contact the Reference Branch of the CIA Library, Room 1-E-41 Headquarters Building, extension 7701.

3. Office room numbers and extensions for reference service and other services provided by CRS may be found on page 2 of the CIA telephone directory. In addition, a directory of CRS personnel and services may be obtained in Room 1-H-19 or by calling extension 7200.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN  
Deputy Director  
for Support

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